

UNITED STATES DISTRICT COURT
FOR THE SOUTHERN DISTRICT OF WEST VIRGINIA

ELECTRONIC CASE FILING SYSTEM ATTORNEY REGISTRATION FORM
Please Type or Print

This form shall be used to register for accounts on this Court's Case Management/Electronic Case Filing (CM/ECF) system. Registered attorneys and other participants will have privileges to electronically submit documents and, through PACER (see page 2, item 4), to view and retrieve electronic docket sheets and documents from cases assigned to the CM/ECF system. The following information is required for registration:

Full Name (as it appears on court documents): _____

Last Four Digits of Social Security Number: _____ Attorney Bar Number and State: _____

Firm Name: _____

Firm Mailing Address: _____

Telephone Number: _____ FAX Number: _____

Your Internet E-Mail Address: _____

Additional E-Mail Addresses: _____

Does your e-mail software support HTML messages? Yes: _____ No: _____

Date and Place of CM/ECF training: _____

District(s) in which you have been filing electronically for 6 months or more:

By submitting this registration form, the undersigned agrees to abide by the following rules:

1. Each attorney seeking to file pleadings or other papers electronically must complete and sign an Attorney Registration Form. An attorney's password issued by the Court, combined with the user's identification (login), serves as and constitutes the attorney's signature. Therefore, an attorney must protect and secure the password issued by the Court. If there is any reason to suspect the password has been compromised in any way, such as resignation or reassignment of the person to whom the attorney has given authority to use the password, it is the duty and responsibility of the attorney to immediately change his/her password and notify the Court.
2. Pursuant to Federal Rule of Civil Procedure 11, every pleading, written motion, and other paper shall be signed by at least one attorney of record in the attorney's individual name, or, if the party is not represented by an attorney, shall be signed by the party. The electronic filing of a pleading, motion, or other paper by an attorney who is a registered participant in CM/ECF shall constitute the signature of that attorney under Federal Rule of Civil Procedure 11.
3. Registration as a *Filing User* constitutes: (1) consent to receive notice electronically and waiver of the right to receive notice by first class mail pursuant to Federal Rule of Civil Procedure 5(b)(2)(D); (2) consent to electronic service and waiver of the right to service by personal service

or first class mail pursuant to Federal Rule of Civil Procedure 5(b)(2)(D), except with regard to service of a summons and complaint. Waiver of service and notice by first class mail applies to notice of the entry of an order or judgment. Notice by electronic means is complete as set forth in the Standing Orders and Administrative Procedures for Electronic Case Filing of this Court.

4. A filing user accesses court information via the Court's Internet site or through the Public Access to Court Electronic Records (PACER) Service Center. Although the Court manages the procedures for electronic filing, all electronic public access to case file documents occurs through PACER. A PACER login is required in addition to the login and password issued by the Court. To register for a PACER account, complete the online form or submit a registration form, available on the PACER web site at <http://pacer.psc.uscourts.gov>.
5. By signing and submitting this registration, the undersigned agrees to abide by all of the rules and regulations in the most recent General Order, Administrative Procedures for Electronic Case Filing currently in effect, and any changes or additions that may be made to such Administrative Procedures in the future.
6. To be issued a login and password, you must (1) complete in-house training at the U. S. District Court for the Southern District of West Virginia in Charleston or any other U. S. District Court in the nation, **OR** (2) complete an on-line tutorial, **OR** (3) have at least six months experience using CM/ECF.

Out-of-state attorneys who are not members of the West Virginia State Bar: You must comply with the Administrative Procedures for this Court and the Local Rules for Attorney Admission to obtain a login and password. The login and password will be temporary, for use in specified cases, and you must have local counsel associated with each case. Additionally, please provide the following information:

Have you completed CM/ECF training in any U. S. District Court? Yes: _____ No: _____

If yes:

Court/District: _____

Date of training: _____

Who is your local counsel? _____

For participation in which case are you seeking a CM/ECF login and password? _____

Please return completed form to:

**United States District Court
Southern District of West Virginia
Attn: District CM/ECF Registration/Rebecca A. Proctor
300 Virginia Street East, Room 2400
Charleston, WV 25301**

Date

Attorney Signature

We will e-mail your login and password to you at your e-mail address listed on page 1 of this form.